Your ur jail is hly what types and quantities of space are required. Its space estimate was based on some rules of thumb, historical data, design standards for similar projects and "guesstimates."

The architectural program forms a bridge between the Project Statement and your design. In a clear, well-organized package, it provides the bulk of the information that the architect needs to design.

The program communicates to the county and the architect:

Activities and functions that need to be accommodated in your new facility.

How your facility will operate, both as a system and within its individual parts.

Who the users are, including all staff by shift and position, and categories of inmates by the number that can be accommodated.

Fire and life safety provisions.

Every space (functional use area) needed, with its size, quantity, proximity to other areas, special features, equipment, furnishings, and ambient conditions (acoustics, heating/ventilating/air

conditioning, lighting). These spaces include circulation, mechanical systems and other nonusable areas.

The type of security and communications systems to be integrated throughout your facility.

In addition, the program document summarizes information and decisions from previous documents regarding your project's mission, objectives, and philosophies. q

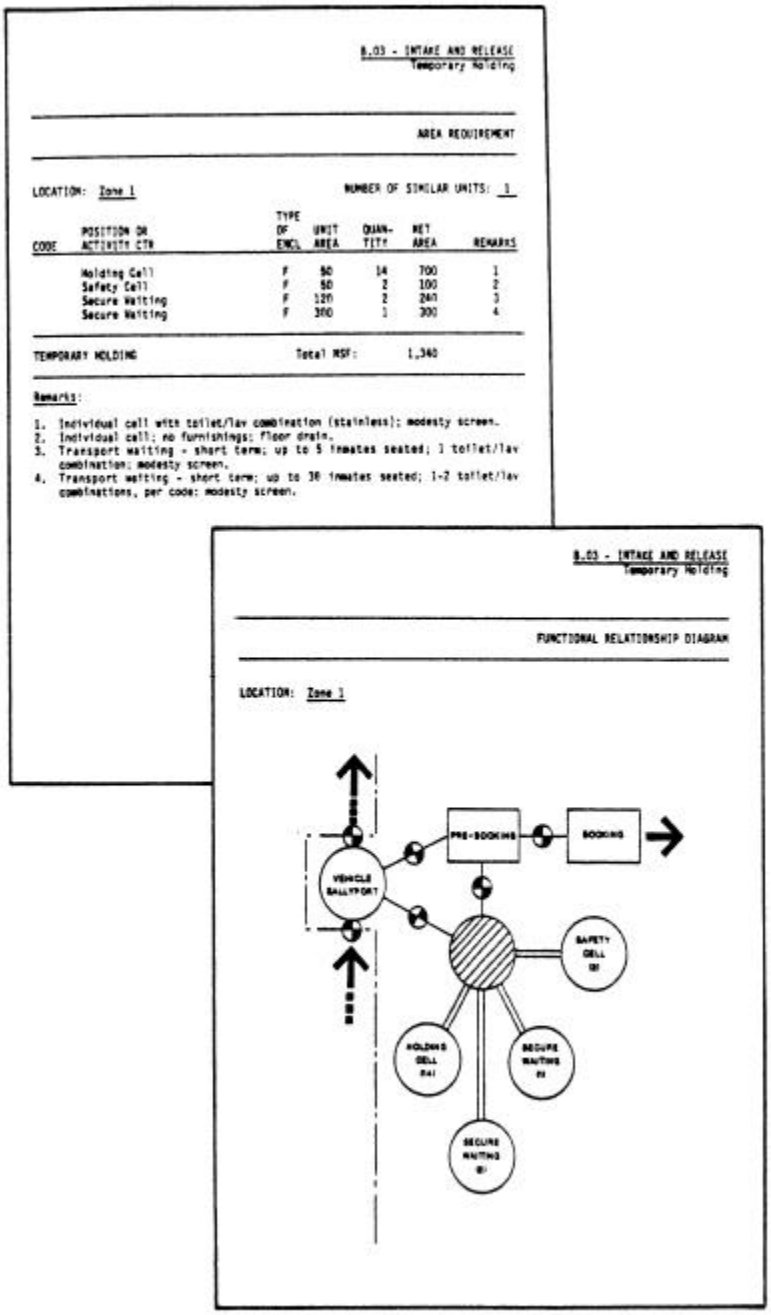
How To Make It Work

Because budget balancing must occur while developing your architectural program, it is important to use professionals. Money spent on professional programming will be some of the best spent money on your project.

Hire programmers that are well versed in calculating space needs and tightening and loosening the collective belt. Keep your cost analyst involved. Engineers, architects and corrections planners consulted must be familiar with the attributes and costs of alternative building systems, construction types and major places of equipment.

Get your county people involved. Detention administrators and staff at all levels will need to work closely with programmers to develop a program that truly supports their operational/ functional requirements. Food service, maintenance, intake and medical staff should be involved in programming their areas. (Refer to the Board of Corrections guidelines for food service and medical services.) Set up a process that keeps your Project Team on top of the programming and budget. To be incorporated in the program, recommendations to change space features or systems to balance the budget require a team consensus.

Data sheets from an Architectural Program



B.03 - INTAKE AND RELEASE
Temporary Holding

AREA REQUIREMENT

LOCATION: Zone 1

NUMBER OF SIMILAR UNITS: 1

CODE	POSITION OR ACTIVITY CTR	TYPE OF ENCL	UNIT AREA	QUAN-TITY	NET AREA	REMARKS
	Holding Cell	F	50	14	700	1
	Safety Cell	F	50	2	100	2
	Secure Waiting	F	120	2	240	3
	Secure Waiting	F	300	1	300	4
TEMPORARY HOLDING			Total NSF:		1,340	

Remarks:

1. Individual cell with toilet/lav combination (stainless); modesty screen.
2. Individual cell; no furnishings; floor drain.
3. Transport waiting - short term; up to 5 inmates seated; 1 toilet/lav combination; modesty screen.
4. Transport waiting - short term; up to 30 inmates seated; 1-2 toilet/lav combinations, per code; modesty screen.

B.03 - INTAKE AND RELEASE
Temporary Holding

FUNCTIONAL RELATIONSHIP DIAGRAM

LOCATION: Zone 1

ems should be referred to your Board of Supervisors for a decision. When the team does agree, recommendations should be sent to the Board for approval. The entire program will be reviewed and approved by both bodies.

Make sure that recommended changes do not violate Titles 15 or 24 CCR or other regulations and codes.

Consult with the Board of Corrections. Its staff can review your program to help ensure compliance.

When it comes to equipment and building systems - including communications systems, security hardware, alarms, food delivery systems, and glazing materials - BE CAREFUL ABOUT BEING A GUINEA PIG! Don't let your project be driven by new technology. Make sure that the technology you select is tried and true. If you do decide to experiment with new technology, be sure your vendor contracts provide you with a fallback.

Never assume everything that vendors say is true. Ask about and, if possible, visit jails/halls that have used materials, hardware, etc. that you are not familiar with, particularly in high tech areas. Ask about problems, maintenance, reliability, safety and security, and how well these systems meet their functions. Remember, a less expensive system may be more expensive in the long run if its life-cycle is short or maintenance expensive.

For [illegible] r a state prison, partially because it was relatively inexpensive. Later, the corrections department found out that its maintenance charges ran close to $1 million a year! This negated the savings in a hurry.

Cost Management And Programming

During programming, previous assumptions about the types and sizes of spaces to be renovated or constructed will be verified or found inaccurate. With thorough planning, previous budget projections will still be in line with current spaces as they are defined,

Remember, if an expensive space such as a medical area increases by 1,000 square feet and a less expensive space such as storage decreases by the same amount, you may wind up with the same size building, but the budget will still be affected. Because the medical area may cost 400 percent more per square foot than the storage area, you must reconcile your plans before moving on to the next step.

You should continuously compare previously projected areas with those being programmed. The programming process is not complete from a cost control perspective until the budget is verified or until the decision-makers acknowledge that including all desired program space will change the cost. This is a great point at which to make trade-offs in your priorities or to reassess what needs will be met at this point.

AREA DESCRIPTION	PROGRAM NSF	DESIGN NSF	%NET INC. OR DEC. PROGRAM:DESIGN	
INMATE TOILET	0.0	.0	0%	**
PARTS STORAGE	160.0	267.8	67%	>
STAFF LOCKERS	30.0	6.0	-80%	<
STAFF TOILET	0.0	.0	0%	**
SUPERVISOR, INMATE CLERK	135.0	134.0	-1%	

Changing the building size will have the most direct impact on the budget. Should it become necessary to reduce the building's cost per square foot later in the process, the quality of the building will diminish rapidly without having as great an impact on the overall budget. Hard decisions must be confronted as early as possible.

Update the cost report during programming to indicate the clearer definition of facility space requirements now taking shape. If you've received any additional information on other aspects of the project, incorporate it in the cost control report update.

PROGRAMMING (All answers should be "Yes" before proceeding to the next step.)

1. Is the budget balanced?

Yes	No	Not Sure

2. What are the functions, activities, users, equipment, etc., and will they be adequately provided for as addressed in the program?

Yes	No	Not Sure

3. Does the program provide adequate beds for each inmate category?

Yes	No	Not Sure

4. If compromises were made to balance the budget, did the Advisory Committee and the Board of Supervisors agree with the changes?

Yes	No	Not Sure

5. Is the program consistent with the Master Plan and Project Statement?

Yes	No	Not Sure

6. Do all building systems, construction types and major pieces of equipment meet your needs? Are they relatively cost efficient?

Yes	No	Not Sure

7. Has the program been reviewed by the Board of Corrections for compliance with applicable codes and standards?

Yes	No	Not Sure

8. Does the program effectively communicate building requirements to the architect?

Yes	No	Not Sure